



2018 Additional Student Charges and Information

1. Payment Options

In 2018 the School Council requests that payment of all fees and associated charges be made through a direct debit arrangement.

There are **three** options available for payment of tuition fees and charges. These are:

- a. **Full payment in advance by Electronic Funds Transfer only** – the incoming year's tuition and service fees can be paid in full at the close of the current year. A discount of 2.75% will apply if fees are paid in advance by 20th December 2017. Where applicable, other costs/charges will be billed each term. Payment of 2018 fees in advance must be via electronic funds transfer.
- b. **Full payment per term by Direct Debit** – the tuition fees can be paid on a term's basis and are due by the end of Week 2 of each term. No discount is applied for this option and parents will be sent a bill that also includes sundry costs and other charges.
- c. **Payment by instalments by Direct Debit** – payment via instalments will be done via direct debit. Instalment payments can be made via credit card or directly from your bank account. Tuition fees, Curriculum & Activities charges, Outdoor Education fees and Technology and Textbook fees are paid in regular instalments from January to December of each year. The instalment options are:
 - i. Weekly (48 payments per annum)
 - ii. Fortnightly (24 payments per annum)
 - iii. Monthly (12 payments per annum)

Please note that it is your responsibility to ensure that you have sufficient clear funds available by each due date. A \$25 administration fee will be charged to your account each time your financial institution rejects an attempt by us to debit your account.

2. Other Charges

a. Textbooks, Technology & Resources

Text Books

Junior School – Texts and iPad Apps are ordered by the school and costs covered in this charge.

Years 7 – 10 - Also included is the cost of workbooks for PDHPE (Years 7 to 10) and languages, which are needed by all students. Other workbooks for selective subjects will be charged separately. Some English texts are supplied on a loan basis (Years 7-10).

Years 11 – 12 – Texts need to be ordered and paid for by parents through Endeavour Education (see Parent Booklet for details).

The technology and resources component covers the following:

- iPad Apps (school issued standard selection)
- Provision of technology infrastructure and computers
- School Year Book (student diary)
- Stationery and printing
- Junior School workbooks
- Andean Magazine and
- Other student resources.





Note items purchased at the school shop are not included.

b. Curriculum & Activities Charge

This amount covers charges for a large proportion of 'in school' and some 'out of school' charges and is set at a level that minimises additional charges to parents. It includes, Year 5/6 major excursions, Year 6 graduation dinner, Year 10 formal and end of Year 12 activities. For specific individual subject activities involving only a portion of students in a school year, charges may still apply. This will be for activities in areas such as languages, music, and other co-curricular activities, the majority of which are optional. Outdoor Education is charged separately.

3. Sibling Discounts

Parents are advised that Council's policy with respect to Sibling Discounts is as follows:

Two siblings	10% is allowed on the elder of the two; or
Three siblings	25% is allowed on the eldest of the three; or
Four siblings	50% is allowed on the eldest of the four.

Please note: Only one such discount is allowed, and no discount is allowed in cases where another bursary or scholarship is granted for the family. The higher discount, bursary, or scholarship will apply where two or more have been granted.

4. Insurance & Sickness

a. **Accident Insurance:** The School has a Group Student Accident Insurance Policy which provides cover for students who suffer an accident. This policy does not cover gaps in Medicare or private hospital/medical cover. For details of the cover, please log onto the PARENT PORTAL or contact the Business Office at the School.

b. **Sickness Refund Scheme:** The School Council offers a Sickness Refund Scheme. This is **optional** and is designed to help alleviate the burden of tuition fees during a prolonged absence due to student illness. **The election must be made at the beginning of the year with the payment of fees for Term 1 or in the first payment of fees in the case of students commencing during the year. Once this option is exercised it is fixed for the year.**

a. The Benefits:

- Participants in the scheme are entitled to a credit of tuition fees in respect of any continuous period of absence from the school that is of two or more weeks' duration and is wholly caused by the student's illness.
- The scheme will cover any period of absence in the current academic year when the illness occurred.
- Only tuition fees are covered by the scheme.
- As there are at least 38 school weeks in a calendar year, the benefit will be calculated on the basis that each eligible week's absence will attract one thirty-eighth part of a full year's tuition fees, net of any discounts or bursaries that may apply.

b. The Premium:

- The cost of participation in the scheme is 1% of fees paid for tuition.
- A choice to participate in the scheme requires a payment of the levy with the first payment due for the year.
- Eligibility for benefits under the scheme is contingent on prompt and full payment of the account, inclusive of the optional 1% levy for the scheme and will not be recognised unless fees or other amounts owing are fully paid by the due date.
- Parents paying progressively or by instalments are eligible to participate in the scheme, if fees are not in arrears.





c. How to Make a Claim:

- If you need to make a claim please contact the Accounts Department, who will assist you.

Extended Leave of Absence - A student who is withdrawn from the school for a period of one term, up to a maximum of twelve months, may apply to have their place held open, subject to the payment of an Extended Absence Fee. The extended absence fee is determined by the Council and is currently \$625 per term. Approval of extended absences is at the discretion of the Head of School and application is to be made through the Registrar. This policy does not relate to student exchanges.

- 5. Old Andreans Association** - On leaving Year 12, students automatically become members of the Old Andreans Association and will receive information about the Association's activities.
- 6. P&F Levy** – this levy of \$80 per family supports the work of the Parents & Friends activities and offers opportunities for community building and connecting with other parents. **The School regrets that, once Term I has finished no refunds can be made as the levies are paid to the P&F Association.**

